



# E-Filing Civil Cases at Montana's Trial Courts (DV, DR & CV Cases)

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## General Method

In calendar year 2019, Filing on general Civil and Domestic Relations cases via Montana's statewide E-Filing system is available for attorney-represented parties. (Self-represented litigants will be included in a future phase of the project.) Note that Orders of Protection cases are not enabled for E-Filing at present.

Payment of statutory filing fees is done at the time a filing is submitted to the court via an automatic re-direct to a secure payment processor where credit card information is input. A credit card processing fee is collected with the statutory filing fee. None of the credit card processing fee is retained by the State of Montana.

Payment is collected based on the type of filing that the e-filer selects. **It is incumbent on all e-filers to select the correct filing types/subtypes to result in the correct, total payment of civil fees.** Filings that are not accompanied by the correct amount (or a fee waiver request) will be rejected by the court. A list of all filing types that require payment are found in Appendix B.

Fee waivers requests can be submitted via the E-Filing system by attorneys on behalf of their clients.

The case types that are available during this phase of the E-Filing project are general civil cases (DV case types) and domestic relations cases (DR case types) for district courts, and civil cases (CV case types) for courts of limited jurisdiction. Order of Protection cases are excluded from E-Filing for both district courts and limited jurisdiction courts. A full list of supported case types/subtypes is found in Appendices A and C.

## Filing a new civil case and paying the filing fee

### Create Filing page

To file a new civil case, select the option Create Filing from the left-hand menu and fill in the fields on the preliminary page. Select:

- Court: under one of the headings with -FCE: [select the court at which you are filing].
- Filing Category: New Case
- Case Category: Civil
- Case Type: select Civil (or Domestic Relations if filing at a district court).
- Case Subtype: select the option that most closely relates to the case you are filing. While district court civil cases often make multiple claims in the same case (fraud and breach of contract and unfair dealings, etc.), select the major topic from the list. Refer to Appendices A and C for the list of all case types/subtypes.
- Filing Type: this will typically be a "Complaint" for DV and CV cases and a "Petition" for DR cases. There are some cases which are opened with a different filing type.
- Filing Subtype: select the option that most closely matches the name of your document. "Complaint" (for District) and "Civil Complaint" (for COLJ) are the most common filing subtypes for a new civil case filing.

When you have all the fields filled in, click the “Next” button.

Home  
Case Search  
Create Filing  
Filings

### MONTANA COURTS E-FILING

Create Filing

COURT SELECTION

Court\* Missoula County District Court

Filing Category\* New Case

NEW CASE

Case Category\* Civil

Case Type\* Civil - DV

Case Subtype\* Negligence

Filing Type\* Complaint

Filing Subtype\* Complaint

Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

## Enter Parties

Home  
Case Search  
Create Filing  
Filings

### MONTANA COURTS E-FILING

Information

- Enter all known parties on the case.
- Use "organization" as the party type for the State of Montana.

FILING PROGRESS

Party Information

Party Information

Name	Type	Role	Address	Attorney(s)
No records were found.				

Add Party

Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

From the Party Information page, click the hyperlink “Add Party.”

1. Start by entering the party(ies) you represent in opening this case. For each party you represent:
  - Designate if the party is a person or organization.
  - Select “Attorney” representation.
  - Fill in the appropriate role (typically Plaintiff or Petitioner).
  - Fill in the name of the person or organization you represent.
  - Click the Add Attorney hyperlink and click the “Add Myself” button.

**Party Information**

**ADD PARTY**

Type\* Person Role\* Plaintiff

Representation\* Attorney

**NAME**

Last Name\* Appleseed First Name\* Johnny

Middle Name

Add Alias

**ATTORNEY**

Attorney(s)\* Add Attorney

**Attorney Search**

NAME

Last Name\* Middle Name

First Name

Search Add Myself Cancel

This will result in the party being added to the case with you as counsel of record.

Repeat this process for every party you represent in this case.

2. Next, add the opposing party(ies). Repeat the process as outlined above with these exceptions:
  - Select the appropriate Role (typically Defendant or Respondent).
  - Select “Self-represented” as the Representation value.
  - Add contact information for the party. This must include:
    - Address 1
    - City
    - State
    - Zip
    - (You may add email addresses and phone number if you wish.)
    - If the address of the party is unknown, you may add “unknown” in the Address 1 field, then add a City, State and Zip (even if these are also unknown).

Party Information

ADD PARTY

Type\*Organization

Role\*Defendant

Representation\*Self-represented

NAME

Organization Name\*Ashland County, Ohio

Add Alias

PARTY CONTACT INFORMATION

Address 1\*County Seat

City\*Ashland

Address 2

State\*Ohio

Address 3

Zip\*44805

Primary E-Mail Address

Phone Number

Secondary E-Mail Address

Save

Cancel

Repeat for every party you are naming in this case.

When complete, click the Next button.

## Filing Information

**Use the Comment box judiciously.** Use this section to impart any “extra” information such as you might verbally give the clerk if you were filing on paper. Learn from the court clerks if there are specific procedures they would like you to add for any specific types of filings. Following their requests will assure that your case is accurately and timely filed. Comments are only delivered to the clerk and will not be stored as part of the official court case.

**Use the “Request Emergency Filing” checkbox with utmost reluctance.** Confer with the court clerks to know precise information regarding when it is appropriate to use this checkbox. Sometimes a last-minute filing prior to a hearing may warrant you using the Request Emergency checkbox. **Do not use this checkbox routinely for all your filings.**

**Filed on Behalf of Information must be filled in.** Select all parties you represent in this case.

The filing fee will be displayed. In our current example of initiating a civil complaint case at a district court, \$120.00 automatically displays. You will pay this amount via credit card or e-wallet when you submit the filing.

Filings with Fee Waivers are discussed in another portion of this document [Filing with a Fee Waiver \(new or existing case\)](#).

When complete, click the Next button.

**MONTANA COURTS E-FILING** Kelli S. Sather

FILING PROGRESS Party Information Filing Information Upload Documents Service Information Filing Summary

**Filing Information**

DETAILS ▾

Comments

Request Emergency Filing ☐ **Don't do it (unless you are sure it's necessary)**

FILED ON BEHALF OF INFORMATION ▾

Filed on Behalf of

Name
<input checked="" type="checkbox"/> Chapman, John (Plaintiff)
<input type="checkbox"/> Ashland County, Ohio (Defendant)

FILING FEES

Fee Name	Amount
Civil Commencement of Action	\$120.00
<b>Total</b>	<b>\$120.00</b>

FILING FEES ▾

Fee Waiver  Comments

Previous Next

## Upload Documents

In the current version of E-Filing, it is necessary to once again select the Document Filing Type and Subtype. Use the drop-down menus to do so. Make sure that your selection matches with the Filing Information box in the left-hand column.

▼ Filing Information

Court Missoula County District Court

Type Complaint - Complaint

FILING PROGRESS Party Information Filing Information Upload Documents Service Information Filing Summary

**Upload Documents**

DOCUMENT ▾

Name Complaint - Complaint

File\*  No file chosen

Document Filing Type\*  → Document Filing Subtype\*

Exclude from eService ☐

Request Confidential\* ☐

Comments

Confidential Reason\*

Add Another Lead Document

Add Supporting Document

Previous Next

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

Upload your document by clicking on the Choose File button and navigating to the document location. If you are using Internet Explorer, your button will say "Browse" rather than "Choose File."

The screenshot shows the 'Upload Documents' form. The 'Name' field is set to 'Complaint - Complaint' and the 'Document Filing Type' is set to 'Complaint'. The 'File' field is set to 'Complaint.docx' and the 'Document Filing Subtype' is set to 'Complaint'. A red circle highlights the 'File' field, and another red circle highlights the 'Document Filing Subtype' field. A red arrow points to the 'File' field. Below the form, there are links for 'Add Another Lead Document' and 'Add Supporting Document'. At the bottom right, there are 'Previous' and 'Next' buttons.

For each document there are other fields that you can fill if required/desired to exclude the document from eService, to add a comment relevant to the specific document, and to request that the document be sealed. Note that if you request the document to be sealed, you must also give a confidential reason.

## Add the Summons as a Supporting Document

There are two links on the document upload page that allow you to add additional documents:

- Add Another Lead Document
- Add Supporting Document

The screenshot shows the 'Upload Documents' form. The 'Name' field is set to 'Complaint - Complaint' and the 'Document Filing Type' is set to 'Complaint'. The 'File' field is set to 'Complaint.docx' and the 'Document Filing Subtype' is set to 'Complaint'. A red circle highlights the 'Add Another Lead Document' and 'Add Supporting Document' links. A red arrow points to the 'Add Supporting Document' link. At the bottom right, there are 'Previous' and 'Next' buttons.

Use "Add Supporting Document" to upload the summons. Select the document title "Summons" from the "Name" drop-down menu and click on the Choose File button to add the summons.

Attaching other lead or supporting documents with the initiating documents for this case can be accomplished on this page as well.

Click the Next button to move to the Service Information page.

## Service Information

This page allows you to create an automatic Certificate of Service to be appended to each lead document (and not to supporting documents).

This is largely irrelevant to new civil cases as service is typically done via summons. The exceptions to this may be when filing on certain types of cases such as Judicial Review, Habeas Corpus, Release of Excess Proceeds, Writ of Mandate, Writ of Prohibition.

If you do not want to add a Certificate of Service, click the Next button.

## Filing Summary

This page provides you with an opportunity to review the filing that you are submitting.

- It shows the court you are submitting to and the case type.
- It shows any comments to the clerk you have made, the Filing Type and on whose behalf you are filing.
- It shows the party information you entered, with their roles.
- It lists the documents you have uploaded and gives you an icon on the right so that you can make sure that you have attached the intended documents.
- It also lists the filing fee you will pay upon submission (or fee waiver information).



This is the perfect time to double-check your work, including the correct spelling of the names of the parties and that you have uploaded the correct documents, signed if needed.

If you need to make changes, you can use the Edit Filing button or any of the “breadcrumb trail” page markers near the top of the window. Make the necessary changes, check your work on the Filing Summary page one last time and then click “Add to Cart.”

FILING PROGRESS

Party Information

Filing Information

Upload Documents

Service Information

Filing Summary

Breadcrumb trail

Filing Summary

?

CASE DETAILS

Court	Missoula County District Court	Case Type	Civil - DV - Negligence
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FILING INFORMATION

Filing Number	4883	Filing Type	Complaint - Complaint
Request Emergency Filing		Filed on Behalf of	Chapman, John (Plaintiff)
Comments	Comments to assist the clerk in processing this filing		
Certified Date of Service	Certified Date of Service will be the Date of Submission of the E-Filing.		

PARTY INFORMATION

Name	Type	Role	Address	Attorney(s)
Chapman, John	Person	Plaintiff		Sather, Kelli S.
Ashland County, Ohio	Organization	Defendant	County Seat Ashland OH 44805	Self-Represented

DOCUMENTS

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Complaint - Complaint				
Summons				

FILING FEES

Fee Name	Amount
Civil Commencement of Action	\$120.00
Total	\$120.00

FILING FEES

Fee Waiver	Comments
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Edit Filing

Add To Cart

## Cart

Currently, you are only allowed to submit filings to one court if there are filing fees on any of the submissions in the cart.

MONTANA COURTS E-FILING
Kelli S. Sather
304
1

Cart
?

SUMMARY

Number of Filings	1	Total	\$120.00
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FILINGS

Court	Case Number	Filing Item(s)	Documents	Fees
Missoula County District Court		Complaint - Complaint	2	\$120.00

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [Terms and Conditions of Use](#)

Submit Filings

Click Submit Filings when you are ready to do so. Because filing fees are required, you will be automatically redirected to a secure payment processor (CitePayUSA) to enter credit card information (or to use an e-wallet containing credit card information you have previously entered and stored).

The payment transaction will look something like this:

CitePayUSA
CitePay E-Filing Payments

You have been forwarded to CitePayUSA to make a payment of 120.00. To complete this payment, you may either create a "Wallet" at CitePay referencing one or more credit card and/or checking accounts, which you can use to make this and future payments, or you may make a one-time payment using a credit card.

CREATE A WALLET
ONE-TIME PAYMENT
CANCEL

**CREDIT CARD PAYMENT FOR COMPLAINT - COMPLAINT, AT MISSOULA COUNTY DISTRICT COURT**

Court Amount : \$120.00  
CitePay Processing Fee : \$6.00  
Total Payment Amount: \$126.00

NAME ON CARD :\* Kelly

RECEIPT EMAIL ADDRESS :

CARD TYPE :\* MasterCard

CARD NUMBER :\* 4111111111111111

EXPIRATION MONTH :\* 09

EXPIRATION YEAR :\* 23

BILLING ADDRESS :

CARD SECURITY CODE (CVV2) :\* 999

BILLING ZIP CODE :\* 59601

PROCESS PAYMENT CANCEL

Fields with an asterisk are required fields. Note that a credit card processing fee is due to the payment processor.

After clicking on Process Payment, there may be a slight delay as the payment is processed. The following message warns you not to leave or try to resubmit.

ent Amount: \$120.00

**We're processing your payment!**

**Please wait while we process your payment.  
This might take a minute or more.**

Attempting to close or refresh this page might cause an error in processing your filing.

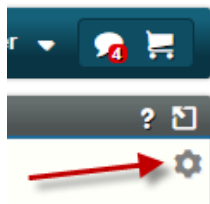
When the process is complete, the E-Filing system gives submission details and payment receipt information.

- This information can be printed using the Print button.
- A receipt will be sent to the email address given in the credit card payment form.
- Submission details (without payment information) will also be available from the system notification window.

## Retrieving the Issued Summons

It is your responsibility to retrieve the summons from the E-Filing system after it is issued. You can track your submitted filing in several ways. Upon submission the filing can be identified in the filer's submitted filings, which can be viewed from the home page widget or from the filings list.

Widgets can be managed by using the “gear” icon on the right side of the homepage.



The display below shows the filing that was submitted in the example above. (There is no case number because it is a filing on a new case.)

Approved Filings		
Court	Case Number	Filing Type
Missoula County District Court	DV-32-2018-0000833-DS	Answer/Brief - Answer First Appearance
Missoula County District Court	DC-32-2018-0000309-IN	Notice - Notice of Appearance
Missoula County District Court	DN-32-2018-0000048-YC	Motion - Motion to Dismiss
Missoula County District Court	DV-32-2018-0000833-DS	Motion - Motion to Continue
Missoula County District Court	DV-32-2018-0000830-DS	Complaint - Complaint
Missoula County District Court	DV-32-2018-0000833-DS	Motion - Motion for
1 to 10 of 36 records 1, 2, 3, 4 Next		

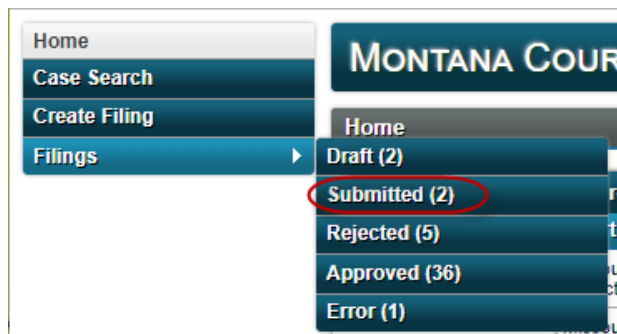
Submitted Filings		
Court	Case Number	Filing Type
Missoula County District Court		Complaint - Complaint
Missoula County District Court	DC-32-2018-0000311-IN	Notice - Notice of Discovery
1 to 2 of 2 records		

Rejected Filings		
Court	Case Number	Filing Type
Missoula County District Court	DV-32-2018-0000833-DS	Answer/Brief - Answer First Appearance
Missoula County District Court	DV-32-2018-0000833-DS	Answer/Brief - Answer First Appearance
Fergus County District Court	DN-14-2018-0000004-YC	Motion - Motion for Service by Publication
Missoula County District Court	DV-32-2018-0000005-DS	Answer/Brief - Answer First Appearance
Missoula County District Court	DC-32-2018-0000100-IN	Notice - Notice
1 to 5 of 5 records		

Error Filings		
Court	Case Number	Filing Type
Missoula County District Court	DR-32-2018-0000100-DU	Petition - Amended Petition
1 to 1 of 1 records		

Clicking on a submitted filing will display the filing summary of that submission.

Another way to track a submitted filing is by using the filings list. Select the “Filings” option on the left-hand menu, and then “Submitted.”



The submitted filings will be listed. Clicking on a submitted filing will display the filing summary of that submission.

The image shows the 'Submitted Filing Queue' interface. At the top, there is a 'COURT SELECTION' dropdown menu. Below it is a 'SEARCH' section with various filters: Case Category, Case Type, Case Year (YYYY), Case Number, Filing Type, Filing Subtype, Submission Date (with a date range selector), and Submission Number. A 'Search' button is located to the right of the filters. Below the search section is a table titled 'FILINGS' with the following columns: Case Number, Filing Number, Filing Type, Submission Date, and Submission Number. The table contains two rows of data. A red arrow points to the first row.

Case Number	Filing Number	Filing Type	Submission Date	Submission Number
DC-32-2018-0000311-IN	4883	Complaint - Complaint	07-30-2018 11:05 AM	461532969711671
	4679	Notice - Notice of Discovery	06-07-2018 12:09 PM	1661528394986037

1 to 2 of 2 records

Submitted filings will move from the Submitted list to one of three other lists:

- **Error Filings:** this should happen rarely. It indicates that the filing never made it to the clerk of court. You have the option to resubmit a filing if you have one that has errored.
- **Rejected Filings:** this indicates that the filing arrived at the court clerk's office, was evaluated by a clerk and was rejected for a specific reason. The reason will be included in the rejection notice. You have the option to resubmit a filing if you have one that is rejected.
- **Approved Filings:** this indicates that the filing arrived at the court clerk's office, was processed and filed in the official court record. **Success!**
  - It also means that your issued summons(es) are available to you to retrieve and serve. Display a case view, select the document icon associated with the "Summons Issued" ROA and display the document. Download it and serve the summons outside of the E-Filing system.
  - Please note that if you have a single summons to be issued, it will be available to you shortly after you observe the filing move from Submitted to Approved. It does take the clerk additional time to issue each summons, so if you have submitted a few of them, it will take proportionally longer for them to be issued and available to you.

## Filing on an existing case (paying Appearance or other fees)

Please reference documentation at this link [Filing on an Existing Case - Trial Courts \(Attorneys\)](#) for basic system navigation or to file on an existing case for which no statutory filing fees are required.

### Create Filing Page

Select the option to Create Filing from the left-hand menu and fill in the fields on the preliminary page. Select:

- Court: under one of the headings with -FCE: [select the court at which you are filing].
- Filing Category: Existing Case
- Case Number: [insert the case number in the following format: DV-15-2018-840]
- Filing Type/Filing Subtype – **District Court**
  - If you are filing a Notice of Appearance, you will need to select a filing type that will charge the appropriate filing fees.
    - Filing type: Answer/Brief
    - Filing subtype: Answer First Appearance (or Answer and Counterclaim)
    - You will need to select one of these two options even if you are going to request a fee waiver.
  - If you are filing a Motion for Substitution of Judge on a case for which you are already counsel of record, select the following:
    - Filing type: Motion
    - Filing subtype: Motion for Substitution of Judge
    - You will need to select this option even if you are going to request a fee waiver.
- Filing Type/Filing Subtype – **Limited Jurisdiction Court**
  - If you are filing a Notice of Appearance, you will need to select a filing type that will charge the appropriate filing fees.
    - Filing type: Answer
    - Filing subtype: Answer
    - You will need to select one of these two options even if you are going to request a fee waiver.
- A list of all filing types/subtypes allowing you to submit a payment (or a fee waiver) can be found in Appendices B and C.
- Note that if you make a different selection (such as Notice/Notice of Appearance), there will be no availability for you to pay or request a fee waiver and your submission will be rejected by the clerk of court.



FILED ON BEHALF OF INFORMATION ▾

Filed on Behalf of\*

Name
<input checked="" type="checkbox"/> Ashland County, Ohio (Defendant)
<input type="checkbox"/> Chapman, John (Plaintiff)

FILING FEES

Fee Name	Amount
Appearance	\$70.00
<b>Total</b>	<b>\$70.00</b>

FILING FEES ▾

Fee Waiver  Comments

**Next**

In this example, one defendant has been selected and the correct amount of \$70.00 is assessed. Note that if we were filing on behalf of multiple defendants, the amount would increase by \$70 for each party selected. (If at a limited jurisdiction court, the fee is \$30.00.)

Leave the Fee Waiver information fields blank. Click “Next.”

## Upload Document Page

Upload the Notice of Appearance and any other document(s) you wish to submit. Click “Next.”

▼ Filing Information

Court Missoula County District Court

Type Answer/Brief - Answer First Appearance

▼ Case Information

Court Missoula County District Court

Case Type Civil - DV

Case DV-32-2018-0000840-NE

Short Title John Chapmanvs.Ashland County, Ohio

Status Open

Filed Date 07-30-2018

Judge Halligan, Leslie

FILING PROGRESS Filing Information Upload Documents Service Information Filing Summary

Upload Documents ?

DOCUMENT ▾

Name	Document Filing Type*	File*	Document Filing Subtype*	Comments	Request Confidential*	Confidential Reason*
Answer/Brief - Answer First Appearance	Answer/Brief	Choose File   NOTICE OF APPEARANCE.docx	Answer First Appearance		<input type="checkbox"/>	

Add Another Lead Document

Add Supporting Document

**Previous** **Next**

## Service Information Page

Use the information on this page to prepare the automatic Certificate of Service (COS) which will be appended to the lead document.

In this instance, since “you,” the answering attorney, are not yet counsel of record on the case, the defendant is displayed as if needing to be served (as all other parties will appear, whether you are representing them or not). Since in this case, you do not need to serve your client, you can select “Not served” as the Service Method.



Note that in this example opposing counsel will be automatically served via eService when you submit this filing. The date on the COS will be the date you submit this filing. eService is performed at the time you click on the Submit button.

**Service Information**

**ELECTRONIC SERVICE RECIPIENTS (PARTIES ON CASE)**

Name	Role	Representing	Address	Service Method
Sather, Kelli S.	Attorney	Chapman, John (Plaintiff)	ksather5082@gmail.com	eService

**CONVENTIONAL SERVICE RECIPIENTS (PARTIES ON CASE)**

Name	Role	Representing	Address	Service Method
Ashland County, Ohio	Defendant	Self-Represented	County Seat Ashland 44805	<div> Certified Mail  Email  Facsimile  Federal Express  First Class Mail  Hand Delivery  Left at Office/Home  Left with Court Clerk  Other Means by Consent  Priority Mail  Not Served </div>

**OTHER RECIPIENTS**

Name	Role	Address
No records were found.		

[Add Other Recipients](#)

**CERTIFIED DATE OF SERVICE**

Certified Date of Service will be the Date of Submission of the E-Filing. A certificate of service will be generated upon the successful submission

[Next](#)

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When you have the service information prepared accurately, click “Next.”

## Filing Summary Page

Check your work as described in the previous Filing Summary section.

## Cart

“Submit Filings” from the cart and pay the statutory filing fees as described in the previous Cart section.

## Filing with a Fee Waiver (new or existing case)

Follow the instructions above for filing on a new or existing case. Be sure that you are selecting the right Filing Types/Subtypes to display the filing fee bundles on the Filing Information Page. If the filing fee bundles are not displayed, start over with the filing and select the appropriate Filing Types/Subtypes. It is important that all the information be captured in the normal way, even if a fee is waived.

On the Filing Information Page, be certain to select the party(ies) on whose behalf you are filing. At first, as you select the parties, fees will be assessed. Then, when you fill in the fee waiver bundle, the total fees assessed will change to \$0.00.

FILED ON BEHALF OF INFORMATION ▾

Filed on Behalf of\*

Name
<input type="checkbox"/> Chapman, John (Plaintiff)
<input checked="" type="checkbox"/> Ashland County, Ohio (Defendant)

FILING FEES

Fee Name	Amount
Appearance	\$70.00
<b>Total</b>	<b>\$70.00</b>

FILING FEES ▾

Fee Waiver  Comments

**Next**

Select the most appropriate Fee Waiver description:

- Not Required by Statute
- Motion to Proceed Without Payment (attach the motion on the document upload page)
- Court Order
- Government Agency
- Already Paid (see additional information in next section)

Use the Comments box to further describe your fee waiver. For instance, if you select “Not Required by Statute,” go ahead and list the statute in the Comments field. It will assist the clerk in making the appropriate decision to accept or reject the filing.

FILED ON BEHALF OF INFORMATION ▾

Filed on Behalf of\*

Name
<input type="checkbox"/> Chapman, John (Plaintiff)
<input checked="" type="checkbox"/> Ashland County, Ohio (Defendant)

FILING FEES

Fee Name	Amount
Appearance	\$70.00
<b>Total</b>	<b>\$0.00</b>

FILING FEES ▾

Fee Waiver  Motion to Proceed Without Payment ▾ Comments

**Next**

### Special Instructions for resubmitting a filing that has already been paid

On occasion, you will submit and pay filing fees and the clerk will reject your filing for some critical reason (such as a missing signature). The clerk will instruct you to enter a specific receipt number when you resubmit your filing. You must do so, or risk having your filing rejected again. Place the receipt number in both Comments fields on this page; there is one at the top and there is one at the bottom in the Filing Fees section. This will ensure that your previously receipted money is accurately matched up with the resubmission.

Following is a rejection notice with instructions to use a specific receipt number when resubmitting the filing.

Notification

DETAILS

Recipient

Katherine Green

Notification Date

08-01-2018 11:44 AM

Subject Contains

Filing Rejection - Case No. DV-32-2018-0000840-NE | John Chapmanvs.Ashland County, Ohio

Status

Unread


Type

Application Notification

Body

This is a notice to inform you that the filings, submission number 1401533144642085, submitted on 08-01-2018 11:33 AM, have been rejected by the Clerk for the following reason(s): The document is not signed. When you resubmit, select a fee waiver of "Already Paid," and reference this Receipt 182982. You must reference this receipt or your filing may be rejected again... Clerk's Comments: The document is not signed. When you resubmit, select a fee waiver of "Already Paid," and reference this Receipt 182982. You must reference this receipt or your filing may be rejected again. REF: 1401533144642085

If this happens, locate your submission in the rejected list and use the resubmit arrow.

FILINGS						
Case Number	Filing Type	Submission Date	Submission Number	Rejected Date	Rejected Reason	Resubmit
<input type="checkbox"/> DV-32-2018-0000840-NE	Answer/Brief - Answer First Appearance	08-01-2018 11:33 AM	1401533144642085	08-01-2018	The document is not signed. When you resubmit, select a fee waiver of "Already Paid," and reference this Receipt 182982. You must reference this receipt or your filing may be rejected again.	

Be certain to correct the fault that caused the submission to be rejected (lack of signature, in this example). Navigate to the Filing Information page and prepare the new submission by referencing the receipt number in both Comments fields. You can copy and paste.

FILING PROGRESS

Filing Information

Upload Documents

Service Information

Filing Summary

Filing Information

DETAILS

Comments

Already Paid on Receipt 182982

Request Emergency Filing

☐

FILED ON BEHALF OF INFORMATION

Filed on Behalf of\*

Name

☐ Chapman, John (Plaintiff)
☒ Ashland County, Ohio (Defendant)

FILING FEES

Fee Name	Amount
Appearance	\$70.00
Total	\$0.00

FILING FEES

Fee Waiver

Already Paid

Comments

Already Paid on Receipt 182982

Next

# Appendices

## Appendix A – General Civil and Domestic Relation cases enabled (July 2019)

### Civil - DV

Agreement Suit	Fraud	Real Property Other
Amount Due	Fraudulent Conveyance	Reinstatement Driver License
Asbestos	Good Faith/Fair Dealing	Release of Excess Proceeds
Bad Faith/Unfair Dealings	Habeas Corpus	Restricted-Use Driving Permit
*Bond to Release Mechanics Lien	Harassment	*Small Claims Appeal
Breach of Contract	Identity Theft	Subrogation
*City Court Appeal	Injunction	Suit on Judgment
Civil Rights	Interpleader	*Suit on Note
Civil-Other	Judgment Renewal	Surrogate Parent
Claim and Delivery	Judicial Review	Tax Protest
Compromise Settlement	Judicial Waiver of Consent	Tort Other
Condemnation	*Justice Court Appeal	Transcript of Judgment
Confession of Judgment	Lien Enforcement	*Transfer from Justice Court
Confirm Arbitration Award	Malicious Prosecution	Unfair Trade Practice
Conversion	Mechanics Lien	Unlawful Detainer
Damages	Miscellaneous Petitions	Unlocatable Mineral Owners
Debt	*Municipal Court Appeal	Wage Claim
Declaratory Judgment	Name Change	Water Right
Defamation	Name Change - Minor	Writ of Attachment
Discrimination	Negligence	Writ of Certiorari/Review
Dissolution of Partnership	Negligent Trespass	Writ of Mandate
Emancipation	Partition	Writ of Prohibition
Eviction	Personal Injury/Death	Writ of Restitution
Expunge Record	Post Conviction Relief	Wrongful Death
Foreclosure	Product Liability	Wrongful Discharge
Foreign Judgment	Professional Malpractice	
Forfeiture	Property Damage	
	Quiet Title	

### Domestic Relations - DR

Abstract Final Administrative	Invalid Marriage
Abstract Temporary Administrative Order	Joint Petition for Dissolution
Caretaker/Relative	*Justice Court Appeal - DR
*Change of Venue	Legal Separation
Custody	*Municipal Court Appeal – DR
Dissolution of Marriage	Parenting Plan
Domestic Relations-Other	Summary Dissolution Marriage
Foreign Judgment-DR	Termination Parental Rights
Grandparent Visitation	Transcript of Judgment-DR

\*These cases are not opened via E-Filing, but once the case exists, subsequent filings on the case are enabled for E-Filing.

## Appendix B – Filing Types that require payment or waiver (District Court)

The following are the only valid filing types that will allow you to pay the statutory filing fees on civil cases. These must be used even if you are requesting a fee waiver.

Filing Type	Filing Subtype	Fee	Valid Cases	New or Existing
Answer/Brief	Answer First Appearance	70.00	DV, DR	Existing
Answer/Brief	Answer and Counterclaim	70.00	DV, DR	Existing
Complaint	Complaint	120.00	DV	New
Complaint	Complaint in Intervention	80.00	DV, DR	Existing
Foreign Capital Depository Judgment	Foreign Capital Depository Judgment	2500.00	DV	New
Judgment	Confession of Judgment	45.00	DV	Both
Judgment	Foreign Judgment	90.00	DV-FJ, DR-JR	New
Judgment	Judgment Entry from Prevailing Party	45.00	DV, DR	Existing
Judgment	Stipulated Judgment	45.00	DV, DR	Existing
Judgment	Transcript of Judgment	45.00	DV-TJ, DR-JT	New
Motion	Motion for Substitution of Judge	100.00	DV, DR	Existing
Motion	Motion to Dismiss First Appearance	70.00	DV, DR	Existing
Motion	Motion to Intervene	80.00	DV, DR	Existing
Petition	Joint Petition for Dissolution	200.00	DR	Both
Petition	Petition	120.00	DV, DR	New
Petition	Petition for Contested Amendments to Parenting Plan	120.00	DR	Existing
Petition	Petition for Custody	120.00	DR	Both
Petition	Petition for Dissolution of Marriage	200.00	DR	Both
Petition	Petition for Emancipation	120.00	DV-EM	Both
Petition	Petition for Invalid Marriage	120.00	DR	New
Petition	Petition for Legal Separation	180.00	DR	Both
Petition	Petition for Name Change (Adult)	120.00	DV, DR	Both
Petition	Petition for Name Change (Minor)	120.00	DV, DR	Both
Petition	Petition for Parenting Plan	120.00	DR	Both
Petition	Petition for Reinstatement of Driver's License	120.00	DV-RL	New
Petition	Petition for Release of Excess Proceeds	120.00	DV-RE	Both
Petition	Petition for Summary Dissolution	200.00	DR	Both
Petition	Petition for Writ of Certiorari	120.00	DV-WE	New
Petition	Petition to Intervene	80.00	DV, DR	Existing

**Please note that if you are filing a generic Petition on an existing case that does not require you to pay a fee, you should use the Filing Type/Subtype: Petition/Petition (No Fee).**

## Appendix C – Courts of Limited Jurisdiction

### Cases Enabled

#### Civil – CV

Contract

Landlord/Tenant

Credit Agency Debt

Other

### Filing Types that require payments of waivers

Filing Type	Filing Subtype	Fee	Valid Cases	New or Existing
Complaint	Civil Complaint	\$50.00	CV	New
Answer	Answer	\$30.00	CV	Existing
Motion	Motion to Dismiss for Lack of Jurisdiction	\$30.00	CV	Existing
Judgment	Confession Judgment	\$20.00	CV	Existing
Judgment	Judgment Fee	\$20.00	CV	Existing
Judgment	Summary Judgment	\$20.00	CV	Existing

## Appendix D – Resources

**Montana Supreme Court E-Filing** webpage is found at this location: <https://courts.mt.gov/courts/efile>

**Temporary Electronic Filing Rules** can be found at this location:

<https://courts.mt.gov/portals/189/efile/rules/tempefilerules.pdf>

**The Technical Operations Manual** can be found here:

<https://courts.mt.gov/Portals/189/efile/docs/operations-manual.pdf>

**E-Filing FAQs** are found here: <https://courts.mt.gov/Portals/189/efile/docs/faqs.pdf>

**E-Filing Registration Instructions** can be found here:

<https://courts.mt.gov/portals/189/efile/instructions/registration.pdf>

**Instructions for an attorney to file on existing cases** at Montana trial courts is here:

<https://courts.mt.gov/portals/189/efile/instructions/file-existingcase.pdf>

Contacts:

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- Ryan Davies, E-Filing Business Analyst
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- Toll-Free branch IT support desk
  - 800.284.6017